

# MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION



## HOW DOES DNRC FIT WITH YOUR CAREER PLANS?

- Accountant
- Accounting Technician
- Administrative Assistant
- Administrative Officer
- Aircraft Inspector
- Aircraft Manager
- Aircraft Mechanic
- Aircraft Pilot
- Appraiser
- Archaeologist
- Archivist
- Attorney
- Auditor
- Budget Analyst
- Business Development Officer
- Civil Engineer
- Computer Programmer
- Computer Support Specialist
- Data Control Clerk/Technician
- Division Administrator
- Electronic Equipment Specialist
- Electronics Engineer
- Engineering Manager
- Environmental Impact Specialist
- Equipment Operator
- Equipment Development Manager
- Firefighter
- Fiscal Manager
- Fish/Wildlife Biologist
- Forester
- Forestry Technician/Worker
- G.I.S. Specialist/Supervisor
- Geologist
- Graphic Design Technician
- Hearings Officer
- Hydrologist/Technician
- Hydro Plant Manager/Operator
- Information Tech. Manager
- Land Use Specialist
- Drafter
- Economist
- Legal Secretary
- Licensing/Certification Tech.
- Maintenance Worker
- Network Administrator
- Nursery Worker
- Oil & Gas Inspector
- Payroll/Personnel Technician
- Personnel Manager
- Personnel Specialist
- Property Mgt. Specialist
- Public Education Specialist
- Public Relations Specialist
- Purchasing/Procurement Mgr
- Purchasing/Procurement Agt.
- Resource Program Manager/Specialist
- Right of Way Specialist
- Statistician/Technician
- Training Development Spec.
- Water Resource Specialist/Technician

**Check Out:** [www.dnrc.mt.gov/jobs](http://www.dnrc.mt.gov/jobs)

- See Listing of all DNRC Jobs
- Learn About DNRC
- Become a Job Subscriber

## WHAT DOES DNRC DO?

**Mission:** To help ensure that Montana's land and water resources provide benefits for present and future generations.

**Centralized Services:** Provides administrative and operation support to all DNRC divisions in: Personnel, Fiscal, Procurement/Contracting, Public Information and Information Technology.

**Conservation & Resource Development:** Coordinates, supervises and provides financial, technical & educational assistance to Montana's 58 conservation districts regarding renewable resource projects such as: irrigation, sewer, drinking water, etc.

**Forestry:** Protects the state's forested and non-forested watershed lands from wildfire; provides aviation services; operates a nursery and provides shelterbelt, windbreak, wildlife habitat improvement, reclamation and reforestation plantings on state and private lands and regulates forest practices and wildlife hazards created by logging or other forest management operations on private lands.

**Oil & Gas:** Administers Montana's Oil and Gas laws and the Federal Underground Injection Control Program; issues drilling permits; classifies wells; establishes well spacing units and land pooling order; inspects drilling, production and seismic operations; investigates complaints; conducts engineering studies and collect and maintains complete well data and production information.

**Reserved Water Right Compact Commission:** Negotiates water rights with Indian Tribes and federal agencies to establish a formal agreement on the amount of water to be allocated to each interest.

**Trust Land Management:** Manages the surface and mineral resources of forested, grazing, agricultural and other classified state trust lands to produce revenues for the benefit of Montana's public schools and other endowed institutions.

**Water Resources:** Administers programs associated with the use, development and protection of Montana's Water; develops and recommends water policy to the director, governor and legislature.

## JOB BENEFITS

- State insurance for full and part-time (20hrs) employees.
- Sick and vacation leave benefits.
- Offices located across the state.
- Salaries competitive with the market place.
- Opportunities for advancement.
- Alternative work schedules available.
- Training program available for all employees.

# LOOKING FOR WORK WITH DNRC

## Before you apply:

- Access this website frequently! [www.dnrc.mt.gov/jobs](http://www.dnrc.mt.gov/jobs)
- If you don't want to complete the application package online, go to your local Job Service for an application.
- Make sure you understand what materials you need to fill out for a completed application package:
  - Job Application—for all DNRC jobs!
  - Application Supplement Answers
  - Resume
  - Copies of Transcripts
  - Writing Samples

Send materials to the correct address:

- Electronic: [cn3546@mt.gov](mailto:cn3546@mt.gov)
- Mail: DNRC  
Personnel Bureau  
1625 Eleventh Ave.  
Helena, MT., 59601

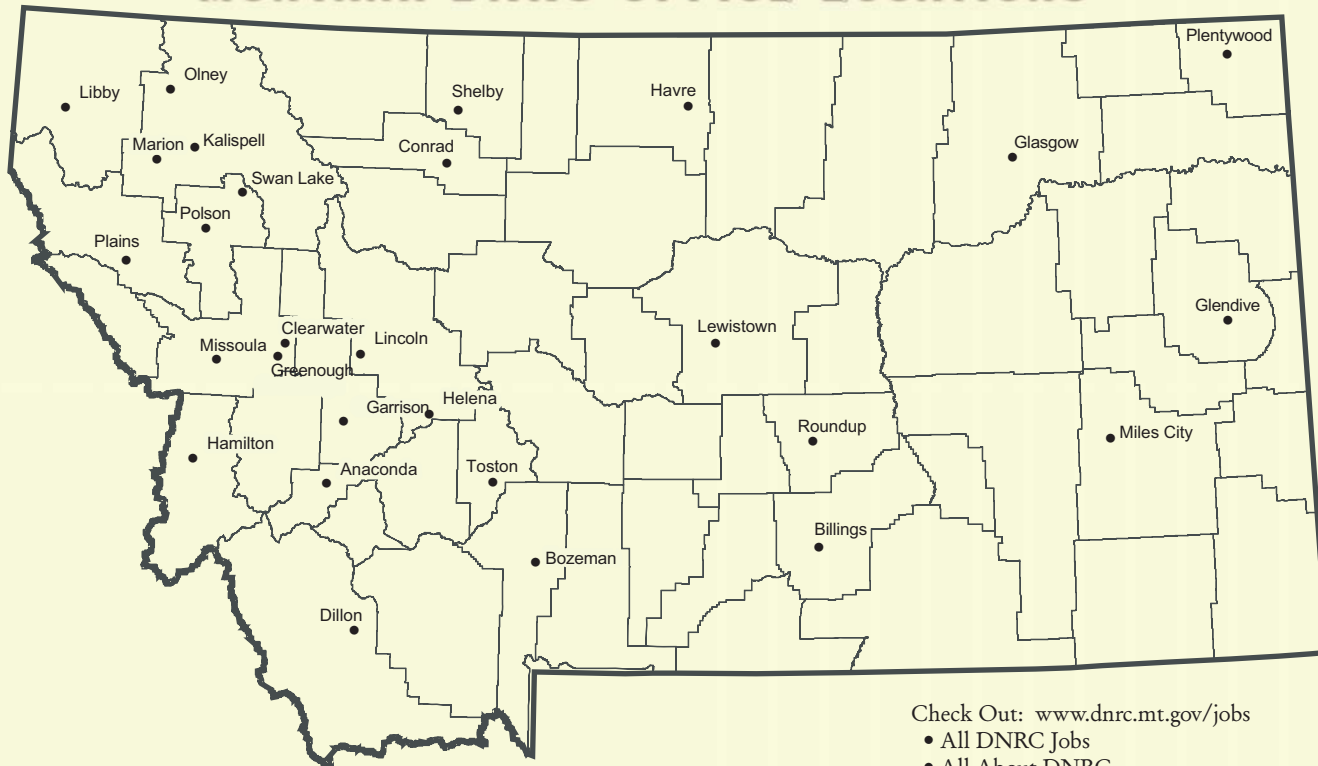
## Applying:

- Know the closing date. DNRC application packages can be mailed by 5:00 pm on the closing day.
- Answer all questions/sections asked.
- Don't say "see resume."
- If at all possible, type all materials that are requested as part of the completed application package.
- If you apply online or type up your application electronically make sure to save your work to the hard drive. That way if you apply for other positions you'll just have to make a few changes.
- Remember, misrepresenting information on your application or other materials requested, is grounds for termination should you secure a position with DNRC.
- When completing application supplement questions, be thorough but succinct. Don't ramble!

## Interviewing:

- Know where your interview is.
- Be 10—15 minutes early.
- Dress conservatively.
- Make appropriate eye contact with all members of the interview team.
- Answer questions directly, thoroughly yet succinctly.
- If you get an interview it's probably a good idea to let your immediate supervisor know what you're doing.

## MONTANA DNRC OFFICE LOCATIONS



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